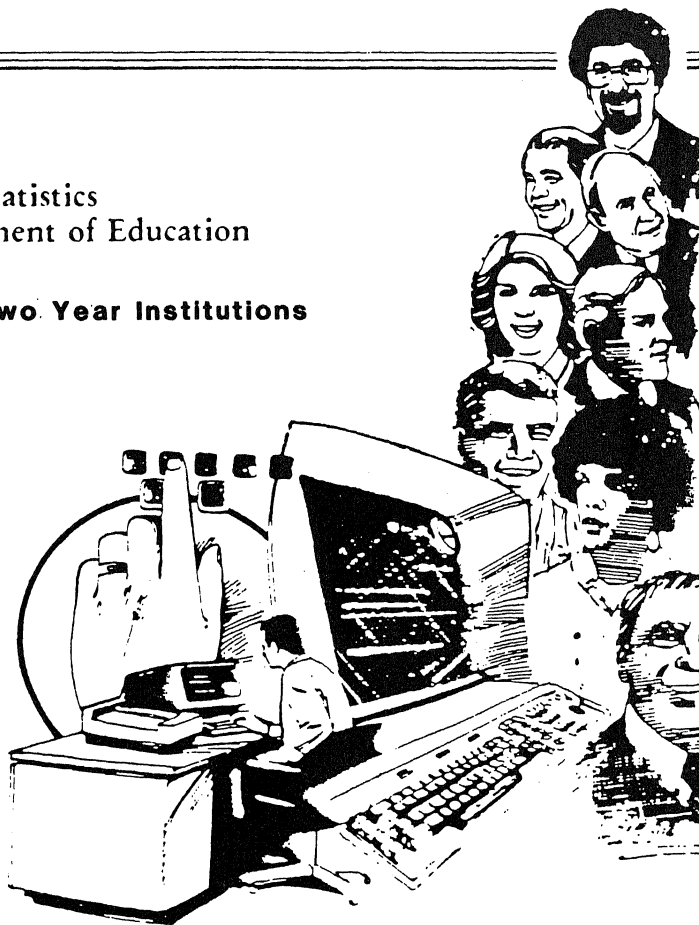




# PEDS TRAINING WORKSHOPS

Center for Statistics  
U.S. Department of Education  
Less Than Two Year Institutions



# SIMULATIONS

## LESS THAN TWO YEAR INSTITUTIONS

### INTRODUCTION

- I COMPLIANCE REPORT (C3)
- II FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS REPORT (EP)
- III FALL ENROLLMENT REPORT (EF3)
- IV TOTAL INSTITUTIONAL ACTIVITIES REPORT (EA3)
- V ANSWER KEYS

## INTRODUCTION

This set of simulations is to be used in conjunction with a counterpart "Compendium of Survey Instructions". It contains a simulation for each survey contained in the "Compendium". Each simulation contains two basic elements.

Instructions. These instructions describe the purpose of the exercise and identifies the materials to be used in its implementation.

Data Base. The data base is the key element of the exercise. It is a simulation of the data base that an institution would be operating from in completing the survey. The simulation itself involves using the data contained in the data base to complete the survey form.

Job Aid. For some simulations, Expand has created job aids. These are quick reference tools which provide guidance to various entries in the survey.

Finally, there are a set of answer keys at the back of the workbook. These are to be used for determining whether the solutions to the simulations are correct.

## COMPLETIONS REPORT

Materials Provided

- Simulated Data Base
- Simulated Computer Generated Surveys from CS
- Simulated Survey Forms
- "Completions Map" Job Aid
- "If/Then" Job Aid

Task

- Working alone or with others at your table, complete the survey using the data from the appropriate simulated Data Base.

Additional Guidance

- The simulation does not call for entries in all lines and columns. Do not assume a mistake where there is no entry.
- The exercise can be completed using the simulated Data Base and the Job Aids. However, if additional assistance is needed, instructions are found with the survey forms.

SIMULATED DATA BASE  
POSTSECONDARY COMPLETIONS (C3)

Name	Field of Study	Award/ Duration*	Race	Sex
Jamie Mills	Automotive Mechanics	Certificate 1350	B	F
Celia Hernandez	Automotive Body Repair	Certificate 1200	H	F
James Allen	Construction Equipment Operation	Certificate 1200	W	M
Douglas Anthony	Truck and Bus Driving	Certificate 600	W	M
S. Albrecht	Small Engine Repair	No Certificate 900	W	F
P. Hilliard	Carpentry	1200	B	F
Juan Williams	Tile Setting	750	H	M

\*Contact Hours





**IF:****THEN:**

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1. Student earns two different degrees within the reporting period,	report <u>each</u> of the two awards in its appropriate classification.
2. Student graduated with split major,	report degree in area of greater specialization, if possible.
If not possible to determine area of specialization,	report in program closest to the combination.
If not possible to determine area of specialization, and split involves two specialties within a division,	report under "general" (usually 0101).
If split involves more than one discipline division.	report in area of greater specialization.
3. Student graduates with double major	report in field in which degree was awarded.
4. A program doesn't seem to fit within the cip framework,	either: a. list by name under "other", or b. place in "general" category.
5. You award an honorary degree	do not report it.
6. Award requires:	report as:
Less than 2 sem. or 3 qtrs.	"Less than 1 year"
At least 30 semester hours, but less than 60	"At least 1, but less than 2 years"
At least 60 semester hours,	"At least 2, but less than 4 years"

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**IF:**

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**THEN:**

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7. Student is prepared to teach,  
AND went through a program that  
specifically prepared him/her to  
teach,

report under discipline division 13,  
"Education".

OTHERWISE,

report the degree under its general  
classification (e.g., French under  
Foreign Languages).

---

8. Student receives Ph.D.

report according to major field of  
study, not as a degree in Philosophy.

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9. Student is a non-resident  
alien,

do not report racial/ethnic descrip-  
tion. Report in space provided.

---

10. A program involves two  
very different disciplines,

report under division 30, "Multi-  
disciplinary".

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11. Student receives Doctor of  
Arts degree,

report as Post-master's certificate.

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**FALL ENROLLMENT IN OCCUPATIONALLY SPECIFIC PROGRAMS REPORT**

## INSTRUCTIONS

### Simulation Exercise Fall Enrollment in Occupationally Specific Programs (EP)

(For Less Than Two-Year Institutions)

#### Materials Provided

- Simulation copies of the Fall Enrollment Survey.
- A simulated Student Data Base for this survey.
- A CIP Code Listing (from Completions Module).

#### Task

- Complete the form by identifying the CIP categories in the Student Data Base and assigning the students by race and sex.

#### Additional Guidance

- Use the CIP Handbook from the Completions Module. The instructions with the forms provide additional guidance.

Simulated Data Base Occupational/Enrollments (EP)

XYZ School of Business and Crafts

<u>Program</u>	<u>Student</u>	<u>Race</u>	<u>Sex</u>
Carpentry	Connie Ferrar	B	F
	Carl Ford	W	M
Accounting	Ann Brown	W	F
	Kathy Whitehead	B	F
	George Maddox	Hispanic	M
Business Data Entry	Seth Liebler	W	M
Office Products Mktg.	Ann Parkman	B	F
Electrician	B.J. Jones	W	F
	George Kreger	B	M
	Anthony Clark	W	M
	Sue Lee	Chinese	F

## FALL ENROLLMENT REPORT

## INSTRUCTIONS

### Simulation Exercise Fall Enrollment Report (EF3)

#### Materials Provided

- Simulation copies of the Fall Enrollment Survey.
- A simulated Student Data Base.
- A "Job Aid" to assist in determining if and how a student shall be counted.

#### Task

- Working as individuals or with others at your table, use the information provided in the simulated Data Base for this survey to complete the copies.

#### Additional Guidance

- The Data Base does not contain sufficient information for all lines/items on the survey. Participants should not consider lack of data for any entry to be an indication of an error.
- If additional guidance beyond the "Job Aid" and the lecture information are required, review the instructions with the simulation copies.

## SIMULATED DATA BASE - EF3

Name	Race	Sex	Age
Ann Jones	R	F	19
Ailany Hart	W	F	18
John Carlos	Hisp.	M	21
James Jones	W	M	17
Carol Davis	W	F	22
Harriet Holms	B	F	32
Michael Tolstoy	W	M	21
Phil Reynolds	W	M	24
Paul Smith	W	M	19
Lee Chung	Asian	M	19



# FALL ENROLLMENT SURVEY

## PART A

IF STUDENT IS:	THEN:
1. enrolled in courses that are part of a vocational or occupational program, even if it is off-campus,	include in report.
2. a high school student taking regular college courses for credit,	report in classification in which they are recorded by institution.
3. enrolled exclusively in courses not creditable toward a formal award or vocational program,	do not report.
4. exclusively auditing classes,	do not report.
5. studying abroad and if their enrollment at this institution is only an administrative record and the fee is nominal,	do not report.
6. at a branch campus located in a foreign country,	report in Part C, question 3.

## **INSTITUTIONAL ACTIVITY REPORT**

## INSTRUCTIONS

### Simulation Exercise Institutional Activity (EA3)

#### Materials Provided

- Simulation copies of the Institutional Activity Surveys (EA3).
- Simulated Student Data Base for EA3.

#### Task

- Working on your own or with others at your table, use the information provided in the simulated Data Base to complete the Institutional Activity Survey.

#### Additional Guidance

- If additional guidance is necessary, review the instructions with the simulation survey forms.



## SIMULATED DATA BASE EA3

NAME	COURSE	CONTACT HOURS	AGE	SEX
Jay Johnson	Basic Photography	30	19	M
Mary Baines	Color Printing	30	24	F
Hale Hansen	Still Life	15	26	M
Bejay Bronson	Advertising Imagery	15	27	F
Debbie Laces	Journalistic Photography	30	20	F
Debbie Laces	Portrature	30	20	F
Jay Johnson	Black and White Printing	30	19	M
Mary Baines	Portrature	30	24	F
Dee Arbus	Surrealism	30	65	F
Al Steiglitz	Basic Photography	30	Unknown	M

## **SIMULATION ANSWER KEYS**

**POSTSECONDARY COMPLETIONS (C3)**  
**July 1, 1986 - June 30, 1987**

Identification Number: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

ABC TRAINING INSTITUTE

**SECTION I: PROGRAM COMPLETIONS**

	Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less than 2 Academic Year	
		Men (3)	Women (4)	Men (5)	Women (6)
	(2)				
47 Mechanics and Repairers					
3	Automotive Body Repair				1
4	Automotive Mechanics				1

**LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:**

0	Total (Sum of 6-digit specialties)				2
ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:					
0-1	Non-Resident Alien				
0-2	Black Non-Hispanic				1

## POSTSECONDARY COMPLETIONS

July 1, 1986 - June 30, 1987

Identification Number: [ ]

Name of Respondent

Title:

Phone Number:

ABC TRAINING INSTITUTE

## A. SECTION I: PROGRAM COMPLETIONS

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Year	
	Men (3)	Women (4)	Men (5)	Women (6)
(2)				

49 Transportation and Material Movement

002	Construction Equipment Operation			1	
005	Truck and Bus Driving	1			

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW:

000	Total (Sum of 6-digit specialties)	1		1	

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE:

000-1	Non-Resident Alien				
000-2	Black, Non-Hispanic				



# A, SECTION II: ADDITIONAL PROGRAMS

CIP Code	Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 Academic Year	
		Men (3)	Women (4)	Men (5)	Women (6)

PLEASE WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE: 46 Construction Trades

1)					
0103	Tile Setting	1			
0201	Carpentry				
.0000	Total (Sum of 6-digit specialties)	1			

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABOVE:

.0000-1	Non-Resident Alien		
.0000-2	Black, Non-Hispanic		
.0000-3	American Indian or Alaskan Native		
.0000-4	Asian or Pacific Islander		



Identification Number:

Name of Respondent

Title:

Phone Number:

## A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

Percent as of the Institution's official fall reporting date or as of October 15.

Line No	Non-Resident Alien		Black Non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non-Hispanic		Grand Total
	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
L STUDENTS ENROLLED	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
									1		4	2	
ALL STUDENTS	01			2			1						

**PART B - ENROLLMENT SUMMARY OF  
STUDENTS BY AGE**

AGE	Line No	Men	Women
		(1)	(2)
Under 18	01	1	
18 - 19	02	2	2
20 - 21	03	2	
22 - 24	04	1	1
25 - 29	05		
30 - 34	06		1
35 - 39	07		
40 - 49	08		
50 - 64	09		
65 and Over	10		
Age Unknown	11		
TOTAL ALL STUDENTS (Lines 1-11)	12	6	4

# TOTAL INSTITUTIONAL ACTIVITY

## SIMULATION SURVEY RESPONSE

EA3  
Page 1  
Form A  
OMB N  
Approv

Garrett Park Photography Salon

Identification No.

Name of Respondent:

Title:

Phone Number:

covered by this report: ☒ July 1 to June 30 or \_\_\_\_\_ to \_\_\_\_\_

### A - CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

contact-hours of instruction received by  
students in all activities/courses

Line  
No.  
01

270

### B - NUMBER OF CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES

None hours

Are these included in part A?

☐

Yes

☐

No

### RT C - UNDUPLICATED COUNT OF STUDENTS EVER ENROLLED IN A TWELVE-MONTH PER

total number of students

Line  
No.  
01

7



